

FILE *Training*
DD/S 71-1038

29 MAR 1971

MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Science and Technology

SUBJECT : Effective Speaking

1. [redacted] has informed the Director of Training that he is now available to conduct courses for CIA in Effective Speaking, Briefing Techniques, and in Conference Techniques. [redacted] summer of 19[redacted] was assuming [redacted] us, he ran 44 courses in Effective Speaking and 34 in Conference Techniques. You may recall that these courses were given several times at [redacted] for the most senior officers in the Agency.

2. [redacted] will be available for a course beginning on 16 April 1971 which would consist of 10 two-hour sessions held once a week. The times available to him would be Friday mornings or early evening on Monday, Tuesday, or Thursday. The morning course would begin on 16 April and end on 11 June and could be either 8:30 to 10:30 a.m. or 9 to 11 a.m. The evening course can begin later, but [redacted] schedule requires that it end by mid-June. The time for the evening classes would be either 5 to 7 p.m. or 6 to 8 p.m. His fee is \$1,000 for the daytime course and \$1,250 for the evening course. The maximum number of students for one running would be 16.

~~SECRET~~

3. OTR has checked informally with Training Officers throughout the Headquarters area and developed a figure of 120 potential participants.

4. We have asked OTR to arrange for a course beginning in April. We ask that you personally "push" participation by senior people and especially those who represent the Agency outside in briefings and presentations.

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

cc: ExDir-Compt

EO-DD/S:WEB:es (25 Mar 71)

Rewritten:

DD/S:JWC:llc (29 Mar 71)

Distribution:

O - DD/P

1 - DD/I

1 - DD/S&T

1 - ExDir

1 - DD/S Chrono

✓ 1 - DD/SSubject w/background (DD/S 71-0972)

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UNCLASSIFIED	CONFIDENTIAL	SECRET
OFFICIAL ROUTING SLIP		
TO	NAME AND ADDRESS	DATE
1	DD S	
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ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE
Remarks: <i>Jack: Since we will not have a Deps. mtg on the 24th, I suggest you take this up with Deps. I don't want to burden the Director with it</i>		
FOLD HERE TO RETURN TO SENDER		
FROM: NAME,	DATE	
Executive Director	2 MAR 1971	
UNCLASSIFIED	CONFIDENTIAL	SECRET

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Executive Registry
77-1464

DD/S 71-0972

22 MAR 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Effective Speaking

X 1. This memorandum requests your action.

2. [] has informed the Director of Training that he is now available to conduct courses for CIA in Effective Speaking, Briefing Techniques, and in Conference Techniques. [] was under contract with the Agency from the summer of 1954 until June 1969. His contract was not renewed because he was assuming new administrative duties at the University. While he was with us he ran 44 courses in Effective Speaking and 34 in Conference Techniques. You may recall that these courses were given several times at [] for the most senior officers in the Agency.

25X1

3. [] will be available for a course beginning on 16 April 1971 which would consist of 10 two-hour sessions held once a week. The times available to him would be Friday mornings or early evening on Monday, Tuesday, or Thursday. The morning course would begin on 16 April and end on 11 June. The evening course can begin later but [] schedule requires that it end by mid-June. The time for the evening classes would be either 5 to 7 p.m. or 6 to 8 p.m. His fee is \$1,000 for the day-time course and \$1,250 for the evening course. The maximum number of students for one running would be 16.

4. A quick check through the Training Officers in the Directorates produced a figure of 120 people who might take such a course. Before entering a contract [] however, the Director of Training would like to have some assurance that the Deputy Directors would be willing to send their senior people. He suggests that, in view of Mr. Helms' interest in more and better training of this kind for officers who must represent the Agency, he might be interested in nominating his own candidates.

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Excluded from automatic downgrading and declassification
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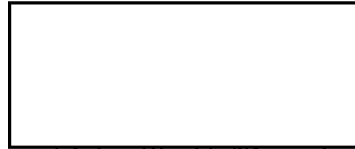
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5. In addition to having [] conduct a course in April, the Director of Training is considering the feasibility of including [] training in the Senior Intelligence Seminar being prepared for a first offering next fall.

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6. I present this with the idea that you might like to include it as an item for the agenda of the next Deputies' Meeting.



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John W. Coffey
Deputy Director
for Support

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TRANSMISSION SLIP		DATE
TO:		25 March 1971
Mr. Coffey via Mr. Wattles		
ROOM NO.	BUILDING	
REMARKS:		
Recommend your signature (3).		
<i>15-20 students</i>		
<div>WEB</div>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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DD/S 71-1038

MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Science and Technology

SUBJECT : Effective Speaking

STAT 1. Professor [] has informed the Director of Training that he is now available to conduct courses for CIA in Effective Speaking, Briefing Techniques, and in Conference Techniques. STAT summer [] was assuming new administrative duties at the University. While he was with us, he ran 44 courses in Effective Speaking and 34 in Conference Techniques. You may recall that these courses were given several times [] STAT for the most senior officers in the Agency.

STAT 2. [] will be available for a course beginning on 16 April 1971 which would consist of 10 two-hour sessions held once a week. The times available to him would be Friday mornings or early evening on Monday, Tuesday, or Thursday. The morning course would begin on 16 April and end on 11 June and could be either 8:30 to 10:30 a.m. or 9 to 11 a.m. The evening STAT course can begin later, but [] schedule requires that it end by mid-June. The time for the evening classes would be either 5 to 7 p.m. or 6 to 8 p.m. His fee is \$1,000 for the daytime course and \$1,250 for the evening course. The maximum number of students for one running would be 16.

STAT 3. A quick check through the Training Officers in the Directorates produced a figure of 120 people who might take such a course. Before entering a contract with [] I would like to have your assurance that you would send some senior officers who are likely to represent the Agency outside and therefore could benefit from such training.

John W. Coffey
Deputy Director
for Support